

**Job Title: LABORER****Department /Office:** Hopi Solid Waste Management Program**Reports to Whom (title):** Program Manager**Salary / Hourly Range:** 12**Job Classification Code:** 7590**Level of Background Check:** 1B**FLSA Status:** NON-EXEMPT; Full-time, Part-time**Driving Required:** Yes, As Required**Revision Date:** 02/7/2013**JOB DESCRIPTION:**

This position consists of performing physical labor in support of landfill operations and disposal of solid waste materials in support of the Solid Waste Management Program.

**KEY DUTIES AND RESPONSIBILITIES:**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Manually pick-up discarded/windblown refuse at the landfill, bags and loads material into containers provided.
2. Assist in monitoring incoming traffic, directs customers in off loading refuse at assigned designated areas.
3. Assist in off loading heavy bulk items from project vehicles.
4. Assist Landfill operator in directing compactors to designated dump area within the working cell.
5. Follows and practices safety measures associated with landfill operations.
6. Issues and maintains inventory of assigned landfill tools; operate assigned tools and equipment.
7. Performs other related duties as assigned or authorized by the supervisor to achieve program goals and objectives.

**PERSONAL CONTACTS:**

Contacts are with employees within/outside the immediate work area, customers, public/private organizations/businesses, vendors and the general public. The purpose of these contacts is to exchange factual information, provide services/assistance and establish a network of resources.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:**

The work requires strenuous physical exertion such as frequent climbing, descending, stretching or crouching and lifting objects up to 150 lbs., walking over rough and uneven terrain in varying weather conditions, requiring the incumbent to adhere to safety practices and wear protective clothing. The work may extend beyond the normal eight (8) hour daily schedule to meet the demands of the position.

**MINIMUM QUALIFICATIONS:****1. Required Education, Training and Experience:**

- A. Education: High School diploma or GED equivalent; AND
- B. Experience: No experience necessary. Must be able to understand and follow instructions on work to be accomplished; OR
- C. Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

**2. Required Knowledge, Skills and Abilities:**

- A. Knowledge:
  - Knowledge of safety practices and procedures in potential hazardous environment associated with solid waste materials and open dumps.

B. Skills:

- Skill in verbal and written communication skills
- Skill in using hand tools and equipment
- Skill in customer service

C. Abilities:

- Ability to follow verbal and written instructions
- Ability to adhere to priorities, complete work assignments/projects in a timely manner without immediate supervision
- Ability to establish and maintain effective positive and professional working relationship with others

**NECESSARY SPECIAL REQUIREMENTS:**

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy. All offers of employment is contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation, drug testing and other pre-employment screening requirement (includes physical exam).
2. Must possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.